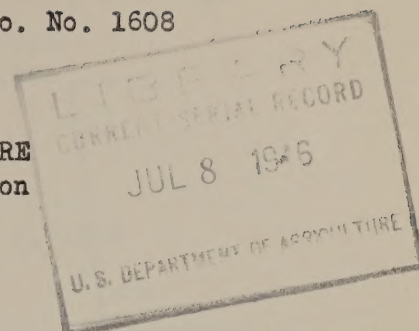


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NER Memo. No. 1608

UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Field Service Branch  
Washington, D. C.



January 3, 1946.

FOR STATE OFFICES

SUBJECT: ADMINISTRATIVE OPERATIONS . . . No. 9

Re: Payrolls - Individual Pay Card

Public Law 216 provides that retirement is to be reported each calendar year beginning December 31, 1945, on a paid basis, instead of each fiscal year as has been the case heretofore. Instructions as to the method of reporting will be issued shortly.

Standard Form 1127 Revised "Individual Pay Card", a supply of which is enclosed, is a calendar year form to be posted on a paid basis and it is administratively desirable to substitute this form for Standard Form 1102 now in use. Posting to the new card on a paid basis will begin with the pay period commencing December 16, 1945, since the salary is paid subsequent to December 31, 1945. The use of this form should be instituted with the first payment of salaries made in January 1946.

*A. W. Manchester*

A. W. Manchester  
Director, Northeast Region



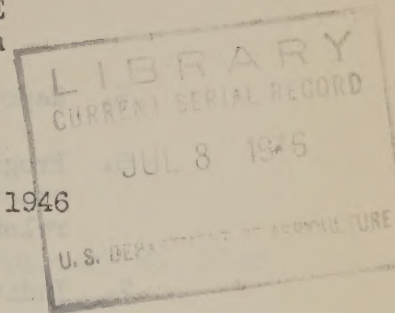


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NER-Memo. No. 1609

UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Field Service Branch  
Washington 25, D. C.



January 3, 1946

FOR STATE AND COUNTY OFFICES

SUBJECT: INFORMATION - - - - - No. 13

Re: Policy for Guidance of State and County Committeemen Regarding  
Release of Program Information to Farmers

Since State, county, and community committeemen and employees in State and county offices are responsible for successful program administration, they are equally responsible for program understanding on the part of farmers. Not only the farmer, but the general public as well is entitled to receive timely factual information from you. Press and radio releases should be issued on all current programs authorized by Congress and administered by the U. S. Department of Agriculture through the State, county and community committees.

The preparation and release to local daily and weekly newspapers, farm papers, and to radio stations of announcements of programs and facts concerning the administration of them should be made a regular part of the administrative work of State and county committees. In general, these releases should include:

1. Announcements of new programs for which State and county committees are responsible.
  - a. The purpose of the program.
  - b. Its general provisions.
  - c. How it will be administered locally.
  - d. Where farmers can obtain assistance.
2. Frequent timely progress reports on programs administered by State and county committees.
  - a. Number of farms participating, etc.
  - b. General restatement of purposes and provisions of program, dates, where assistance available, etc.
3. Final reports at end of program, or end of program year.
  - a. Number of farms which participated.
  - b. Payments made, materials and services furnished, or extent of local assistance rendered.
  - c. General restatement of purposes and provisions of program, how administered, etc.
4. County association election announcements.

(over)

5. Report of county association election results.
6. Progress stories of individual farmers in using a soil-building practice or combination of practices, or a comparable story relative to other programs.
7. Individual farmer experience with crop insurance when losses occurred.

Records, adequate for review of work done in this connection, or for preparation of reports, or for reference, shall be maintained in State and county offices.

*A. W. Manchester*

A. W. Manchester  
Director, Northeast Region  
Northeast Region



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NER-Memo No. 1646

UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Field Service Branch  
Washington 25, D. C.

February 28, 1946

TO STATE OFFICES

SUBJECT: INFORMATION . . . . . NO. 27

Re: Motion Pictures Available for Showings

Enclosed is a copy of Miscellaneous Publication No. 574, which contains a descriptive list of available motion pictures produced by the Department. Several States have requested a copy of this publication.

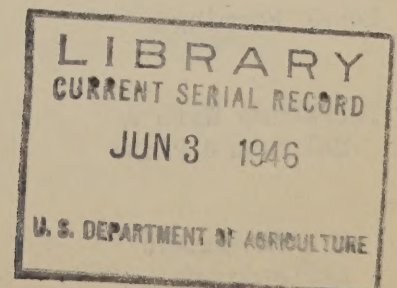
A few of the newest pictures are not yet available. We have indicated these on the index in the back of the booklet. Motion Picture Service here told us that most or all of these films should be released in the next few weeks.

A number of private commercial firms have produced films which are of interest to farmers and are, in part, in support of our work. A list of these is also enclosed. Requests should be directed to the owner of the film.

*A. W. Manchester*

A. W. Manchester  
Director, Northeast Region

Enclosures - 2



COMMERCIAL MOTION PICTURES

Wheat Farmer	Sound	B & W	14 min.	Erpi Classroom Films, Inc. 35-11 Thirty Fifth Ave. Long Island City, N.Y.
Conservation of Natural Resources	Sound		14 min.	Erpi Classroom Films, Inc. 35-11 Thirty Fifth Ave. Long Island City, N.Y.
How Seeds Germinate	Sound		15 min.	Erpi Classroom Films, Inc. 35-11 Thirty-Fifth Ave. Long Island City, N.Y.
Cattlemen	Sound		15 min.	Erpi Classroom Films, Inc. 35-11 Thirty-Fifth Ave. Long Island City, N.Y.
Underground Farmer	Sound	B & W	15 min.	Erpi Classroom Films, Inc. 35-11 Thirty-Fifth Ave. Long Island City, N.Y.
Green Acres	Silent	B & W	20 min.	National Fertilizer Co. 616 Investment Bldg. Washington, D. C.
The Life of the Soil	Sound	Color	30 min.	National Fertilizer Co. 616 Investment Bldg. Washington, D. C.
Putting Plant Food to Work	Sound	Color		National Fertilizer Co. 616 Investment Bldg. Washington, D. C.
Broadbase Terracing	Sound	Color	15 min.	J. I. Case Company Racine, Wisconsin
Level Farming on Sloping Fields	Sound	Color	11 min.	J. I. Case Company
Soil and Life	Sound	Color	14 min.	J. I. Case Company Racine, Wisconsin
Level Farming	Sound	Color	12 min.	J. I. Case Company Racine, Wisconsin
Terracing With a Moldboard Plow	Sound	Color	15 min.	J. I. Case Company Racine, Wisconsin
For a Permanent Agriculture	Sound	B & W	11 min.	International Harvester Co. North Michigan Ave. Chicago, Ill.



Permanent Agriculture	Sound	B & W	30 min.	International Harvester Co. North Michigan Ave. Chicago 1, Illinois
Building Back	Sound	Color	25 min.	Allis-Chalmers Mfg. Co. Box 512 Milwaukee 1, Wisconsin
Hold That Farm	Sound		25 min.	Allis-Chalmers Mfg. Co. Box 512 Milwaukee, Wisconsin
Planning to Prosper	Sound	Color	15 min.	Allis-Chalmers Mfg. Co. Box 512 Milwaukee 1, Wisconsin
Roots in the Ground	Sound		30 min.	Allis-Chalmers Mfg. Co. Box 512 Milwaukee 1, Wisconsin
Farm Front	Sound	Color	12 min.	Allis-Chalmers Mfg. Co. Box 512 Milwaukee 1, Wisconsin
After the Storm	Sound	Color	20 min.	Allis-Chalmers Mfg. Co. Box 512 Milwaukee 1, Wisconsin
Old MacDonald Had a Farm				Ethyl Corporation 405 Lexington Ave. New York 17, New York
Masters of the Soil	Sound		30 min.	Ethyl Corporation 405 Lexington Ave. New York 17, New York
Tomorrow's Wheat	Sound	Color	20 min.	Calvin Company 1105 E. 15th St. Kansas City, Missouri
Formation of Soil	Sound	B & W	12 min.	Eastman Kodak Co. Rochester, N.Y.
Soldiers of the Soil	Sound	B & W	40 min.	Dupont Company Wilmington, Delaware
Once Upon a Time	Silent	B & W	12 min.	National Wildlife Federation 1212 18th St., N.W. Washington, D. C.
Save That Soil	Sound	Color		American Potash Institute 1155 Sixteenth St., N.W. Washington 6, D. C.

It Can Happen Here	Sound	B & W	30 min.	Ford-Ferguson System Dearborn, Michigan
Scout in the Forest	Sound	Color	30 min.	Boy Scouts of America 2 Park Ave. New York, N.Y.
Building a Low Cost Concrete Flume	Sound		12 min.	Portland Cement Asso. 33 W. Grande Ave. Chicago, Ill.
Build Good Terraces With Your Own Mold- board Plow	Sound	Color	12 min.	J. I. Case Co., Inc. Racine, Wisconsin
Building a Pond	Sound	Color	12 min.	J. I. Case Co., Inc. Racine, Wisconsin